

# **Crawfordsville Community School Corporation**

## **Elementary Family Handbook**

**2023-2024**

**\*\*PLEASE TAKE NOTE OF SCHOOL DAY HOURS\*\***

<b>Doors open</b>	<b>7:30 a.m.</b>
<b>First Bell</b>	<b>8:00 a.m.</b>
<b>Tardy Bell</b>	<b>8:05 a.m.</b>
<b>Dismissal</b>	<b>2:35 p.m.</b>

**Laura Hose Elementary**

**Grades K-1**

**Meredith Nicholson Elementary**

**Grades 2-3**

**Mollie B. Hoover Elementary**

**Grades 4-5**

All school websites may be accessed by logging on to [www.cville.k12.in.us](http://www.cville.k12.in.us) and selecting the school under the heading of buildings.

# **Crawfordsville Community School Corporation**

## **Vision of the Corporation**

The vision of the Crawfordsville Community School Corporation is to provide each student with a foundation for building a successful future as a responsible, productive citizen in a global society.

## **Mission and Goals of the Corporation**

The mission and goals of the Crawfordsville Community School Corporation are to:

- Support a variety of paths to academic success and lifelong learning
- Support character education and character development in the school community
- Support the appropriate use of fiscal resources to maintain and enhance the community's investment in education
- Support programs to overcome obstacles that interfere with learning
- Support the involvement of parents and community as partners in education

It is the policy of the Crawfordsville Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (IC 22-9-2) IC 20-33-1, Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1972, Title IX (19971 Education Amendments), Section 504 of the Rehabilitation Act of 1973.

**Crawfordsville Community School Corporation**  
**1000 Fairview Avenue**  
**Crawfordsville, IN 47933**

Phone: 765-362-2342 Fax: 765-364-3237

Superintendent: Dr. Scott Bowling  
Assistant Superintendent: Dr. Rex Ryker

**Laura Hose Elementary (Grades K-1)**

7:30-8:05 A.M.	Entry, breakfast, gym
8:05 A.M.	Tardy Bell rings
2:35 P.M.	Dismissal

800 Fairview Ave.  
Crawfordsville, IN 47933  
765-362-2886  
Fax: 765-362-3957  
Principal: **Jennifer Hall**

**Meredith Nicholson Elementary (Grades 2-3)**

7:30-8:05 A.M.	Entry, breakfast, gym
8:05 A.M.	Tardy Bell rings
2:35 P.M.	Dismissal

1010 Lane Ave.  
Crawfordsville, IN 47933  
765-362-2602  
Fax: 765-361-0767  
Principal: Jennifer Coyle

**Mollie B. Hoover Elementary (Grades 4-5)**

7:30-8:05 A.M.	Entry, breakfast, gym
8:05 A.M.	Tardy Bell rings
2:35 P.M.	Dismissal

1301 S. Elm Street  
Crawfordsville, IN 47933  
765-362-2691  
Fax: 765-362-1149  
Principal: Marci Galinowski



## IN MONTGOMERY COUNTY

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**TRUSTWORTHINESS** – Be honest • Don't deceive, cheat, or steal • Be reliable - do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal – stand by your family, friends, and country

**RESPECT** – Treat others with respect by following the Golden Rule • Be tolerant of differences • Use good manners, not bad language  
• Be considerate of the feelings of others • Don't threaten, hit, or hurt anyone  
• Deal peacefully with anger, insults, and disagreements

**RESPONSIBILITY** – Do what you are supposed to do • Keep on trying  
• Always do your best • Use self-control • Be self-disciplined • Think before you act – consider the consequences • Be accountable for your choices

**FAIRNESS** – Play by the rules • Take turns and share • Be open-minded – listen to others • Don't take advantage of others • Don't blame others carelessly

**CITIZENSHIP** – Do your share to make your school and community better • Cooperate • Stay informed – vote • Be a good neighbor • Obey laws and rules  
• Respect authority • Protect the environment

The six pillars will be observed by students, parents, guardians, and patrons when present at school or at any school function.

# Crawfordsville Community School Corporation

1000 Fairview Avenue, Crawfordsville, IN 47933 Phone: 765-362-2342 Fax: 765-364-3237

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Dr. J. Scott Bowling, Ed.D.  
Superintendent of Schools

Dr. Rex Ryker, Ph.D.  
Associate Superintendent

Andrew Nicodemus, Business Manager

Amber Reed, Director of Food Services/  
Student Wellness

Heather Ford, HR Coordinator

Linda Ross, Accounts Payable

Stephanie Wilkinson, Administrative Secretary

Dear Parents and Guardians:

In accordance with the Elementary and Secondary Education Act, Section 1111(h)(6) PARENTS' RIGHT TO KNOW, this is a notification from Crawfordsville Community School Corporation to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. This information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which Indiana qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduate certification, and field of discipline;
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

If at any time your student has been taught for 4 or more consecutive weeks by a teacher that is not highly qualified, you will be notified by the school of this information.

If you have questions or concerns, please feel free to contact your school principal.

Sincerely,

J. Scott Bowling, Ed.D.

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Estimados Padres de Familia:

De acuerdo con la ley sobre Educación Primaria y Secundaria, Sección 1111(h)(6) *PARENTS' RIGHT TO KNOW (DERECHO DE PADRES SABER)*, esta es una notificación de la Corporación Escolar de la Comunidad Crawfordsville a los padres de alumnos involucrados en Título I que usted tiene el derecho de pedir y recibir información en poco tiempo sobre la aptitud profesional de los maestros de su hijo/a. Esta información sobre la aptitud profesional de los maestros de su hijo/a incluirá lo siguiente:

- Si el maestro ha cumplido con los criterios para una licencia de maestro y las calificaciones estatales para el nivel del grado y materia que enseña;
- Si el maestro está enseñando bajo un estado de emergencia o temporal en el cual los criterios y calificaciones estatales de Indiana para una licencia de maestro son renunciados;
- El área académico del bachillerato, certificación postgraduado y su área académico; y
- Si su hijo/a está recibiendo servicios por un asistente de maestro, y si sea el caso, sus calificaciones particulares

Si en cualquier momento su hijo/a ha estado enseñado por 4 semanas o más por un maestro que no ha llegado a una aptitud profesional alta, usted estará informado sobre esta información por la escuela.

Si tienen preguntas o preocupaciones, no dude en llamar al director de la escuela de su hijo/a.

Sinceramente,

J. Scott Bowling, Ed.D.

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## **Art**

Students receive art instruction each week. Student art will be on display throughout the year in various places in the buildings.

## **Library**

Students may check books out of the library for research or enjoyment.

- Books may be used for one week with the privilege of renewal
- Reference books, such as encyclopedias and dictionaries, cannot be checked out
- Students will pay the replacement cost of books that are lost
- Students with overdue books may lose the privilege of checking out more books
- Students may be assessed a damage fee if books are returned in misused condition

## **Music**

All students receive music instruction each week. Students work on various programs and performances throughout the year.

## **Physical Education**

The purpose of the physical education program is to help student growth and development through various exercises and group activities. Students are required to wear athletic shoes and appropriate clothing on days they have P.E. A doctor's statement is necessary for students to be excused from P.E.

## **Recess and Weather**

All students will go outside unless the temperature is deemed too cold by a combined temperature and wind chill of 20 or below, or it is raining. Please make sure your child dresses for the weather. If a student needs to stay indoors due to an illness, a doctor's note is required. Please remember winter weight coats, hats, and gloves for your child. \*Individual buildings may choose to keep students inside above 20 degrees at the discretion of the building Principal or designee based on the scheduled length of time of the outside recess, age of the students, and condition of the playground.

## **Guidance**

The Elementary Counseling Team provides a variety of counseling services and prevention programs. These services include individual and group counseling, crisis intervention, consultation with parents and school staff, and coordination of services with community agencies. In addition, the school counselors and school nurses provide classroom programs on personal safety, conflict management, bullying prevention, self-esteem/awareness, and drug prevention. The members of the Elementary Counseling Team may be reached through the school office.

## **Special Education Programs and Services**

The school corporation provides programs and services to children identified with disabilities as described in Article 7 Indiana Special Education Law. Article 7 mandates policies and procedures with respect to identification and placement of students with disabilities. If you suspect your child has a disability, please contact the building principal. Children ages 3, 4, and 5 with an eligible disability under Article 7 are entitled to receive services through Crawfordsville Community School Corporation. If your child is 3, 4, or 5 and you suspect a disability; contact West Central Special Services at 362-4022.

## **Reading Assistance**

Children are selected for reading assistance based on classroom teacher recommendations and a screening test. A specially trained teacher will work with your child in a small group setting.

## **Title 1**

Title 1 is a federally funded program to help students increase their language arts skills and/or math skills. Parent involvement in this program includes a Back-to-School Parent Information Night and parent/teacher conferences. All credentials for certified staff are available upon request at each building site.

## **Home School Student Assessment Guidelines**

Any student enrolling in CCSC who has been home schooled for three or more months will be assessed to determine the student's most current grade level completed. Corporation assessments will be used. An example would be a child who was home schooled in fourth grade would be given the end-of-year assessments for fourth grade. Other assessments may also be used to determine grade placement. A conference with the parents **may** be held to discuss the results and grade placement.

## **Water Safety Program**

**When offered,** all students in grades 1-5 are expected to participate in a water safety program at the Aquatics Center as part of the physical education program. A doctor's statement will be necessary for students to be excused from swimming sessions.

## **Athletic Programs**

The elementary school provides volleyball, basketball, and track for boys and girls in the fifth grade. All students must have passing grades to be eligible to play any sport. Students who demonstrate poor sportsmanship, are not in good academic standing, or receive two discipline referrals during the season will no longer be eligible to play.

## **After-School/Discovery Club**

*Discovery Club* is an after-school program for children in grades K-5 and is housed at each elementary school. It operates from 2:35-5:00 p.m., Monday through Friday. *Discovery Club* is co-funded by the 21<sup>st</sup> Century Community Learning Center grant. Students must attend a minimum of three days a week to meet the grant requirements. For more information, please contact your child's school.

## **PBIS (Positive Behavior Intervention and Supports)**

All elementary schools are committed to teaching, recognizing, and encouraging positive behavior at each level. Each elementary school has developed its own age-appropriate PBIS program. Please contact your child's teacher or principal for more information.

## **Drug Awareness Education**

The *Second Step* social emotional learning curriculum is taught by classroom teachers, nurses, and counselors in grades K-5. The Second Step curriculum provides age appropriate instruction for students in skills for learning, empathy, calming, problem solving, and fairness. The D.A.R.E. drug prevention program is taught to fifth graders by police officers.

## **Teacher Requests**

Parents who wish to request a teacher for their child, must fill out a parent teacher request form from the front office. Teacher requests received after May 10<sup>th</sup> may not be honored due to class placements already being determined. Teacher requests must include your top two teacher choices and a detailed description of your child's learning style. Final class placement is determined by the school Principal.

\*Parent requests are not guaranteed.

## **Book Rental and Book Care**

Students are responsible for all textbooks issued to them throughout the year. Parents must reimburse the school for all lost or damaged books. All monies collected are recorded by the school bookkeeper and paid to the proper fund for replacement purposes. If a lost book is found, money will be refunded. Students withdrawing during the year may receive a partial refund when all books are returned to the school. Families who qualify for assistance may complete the necessary forms during registration.

## **Report Cards and IEP Progress Reports**

Each semester is divided into two grading periods of nine weeks each. Parent/teacher conferences are scheduled following the first nine weeks, however, parents are encouraged to reach out to their student's teacher(s) at any time during the school year to address concerns. Report cards are emailed to parents on the Friday following the end of each grading period to the email address provided in Power School at registration. Parents should examine the report card and contact the student's teacher(s) with any questions. Progress reports for special education students will be sent by email quarterly two weeks after the end of the reporting period to the email address provided in Power School at registration. Parents may contact the school office to request a printed copy.

## **Summer School**

Summer school remediation is offered annually and required for third graders who do not pass the state mandated IREAD-3 test and do not receive a good cause exemption. Third graders who do not pass IREAD-3 may be retained.

All other summer school programming guidelines can be found in the school board policy section:

### **SUMMER SCHOOL AND RETENTION GUIDELINES**

Policy 2440

Policy 5410

Contact your child's elementary school principal for more information.

## **Transportation**

Bus transportation is available to students living in the Crawfordsville Community School Corporation. Sign-up is available during registration. All bus questions should be directed to 364-3235. For the safety of all children, book bags with wheels, large bags, band instruments too large to hold on the child's lap, balloons, and glass containers (vases) are not permitted on the buses. A minimum of 48 hours (two business days) is needed to change or add busing. If you choose to transport your child to and from school, please follow your school's car-rider procedures.

Any student who is not leaving school the usual way **must** have a note or phone call by 2:00 P.M. from the parent or guardian stating the change. Students will not be permitted to go home with another student, be picked up by another adult or sibling, or change their mode of transportation without a prior note or phone call from home to the school office. This is for your child's protection.

### **Field Trips**

Many times throughout the year parents may be asked to volunteer in the classroom, go on field trips or attend special events. Every adult over the age of 18 must have a criminal history on file prior to being permitted to assist in school or with students. Criminal History checks are available online at:

<https://secure.safevisitorsolutions.com/Safe/Volunteer/chs1178>

Criminal history checks should be completed at the beginning of each school year or at least two weeks prior to volunteering or visiting to have on hand as it takes time to get the results back.

When a student or adult on a field trip has a life-threatening food allergy, sack lunches will be prepared by the school's food service department for all participants on the field trip. A chaperone or other adult attending the trip who has a life-threatening allergy requiring accommodations is responsible for alerting the school nurse or building administrator at least five days in advance of the trip. All participants, students, and adults, will be required to purchase the specially prepared lunch in an effort to keep all students and adults safe from a potential allergic reaction that could result in death.

#### **Procedures:**

1. If a student has a life-threatening food allergy, the child's parent should be encouraged to attend the field trip to monitor the child.
2. A specially prepared lunch will be provided by the school's food service department to meet food allergy guidelines.
3. Students and adults attending the field trip will purchase the lunch through the school's food service department. Free and reduced lunch status will be applied as usual.
4. No outside food, lunches, or snacks will be allowed.
5. A trained school employee, such as a classroom teacher, will accompany the class on the field trip and will maintain an epinephrine auto-injector for each student with a life-threatening allergy.
6. A copy of the student's Life-threatening Allergy Management Plan (LAMP) will be taken on all field trips. The school employee will follow the student's LAMP.
7. In all situations where epinephrine is given, a staff member will immediately call 911.
8. The parents or legal guardians will be notified after calling 911 as stated in the LAMP.

### **Parent and Guest Visitations**

All visitors to Crawfordsville Community Schools should enter the main entrance of the school during regular operating hours. Visitors will report to the main entrance and press the buzzer. Each visitor will need to state his/her name and the reason for the visit. If access is granted, the visitor will report to the receptionist desk, present a valid state issued photo I.D., have photo I.D. visitor's badge created, and sign the visitor book. The visitor will list his/her name, date, destination (area and/or person to be visited) and time of arrival. The visitor will wear the I.D. badge in a visible location. Before leaving the building the visitor will sign out.

## **Parent and Guest Lunches with Students**

Parents, guardians, grandparents or other verified guests are welcome to come and eat lunch with students in the school's conference room or other designated area. Please contact the school office 24 hours in advance of your lunch visit to schedule private space for you to enjoy lunch with your student and verify that a current background check is on file. All guests must have a completed background check prior to arriving. Outside food from restaurants are not permitted in Crawfordsville Schools. Lunch guests are permitted to bring a healthy lunch from home, or purchase a meal from the school cafeteria.

## **Background Checks**

A limited criminal history will be required of parents, guardians, relatives, and community members who will be in contact with students. This includes chaperoning on field trips, eating lunch with a child, volunteering to assist in classrooms, reading with students, or attending events during the school day. Visitors will not be permitted to access student lockers or walk through the building unescorted.

Background checks will not be required for visitors attending case conferences, parent/teacher conferences, after school events, and special events when prior approval is granted by the superintendent or designee.

## **Students Leaving the Building**

Parents or guardians must report to the office to sign out a child. Persons other than parents or guardians asking to take a student must identify themselves at the office. Students will not be permitted to leave during the school day with anyone other than a parent or guardian. If your child needs to leave with anyone else, please contact the school office. If your child is not going home the usual way, you are required to send a note to the teacher indicating the change and the length of the time for the change. **Students will not be permitted to change transportation without a note or a phone call from the parent or guardian to the office before 2:00 P.M.**

## **Emergency School Closing**

If the weather is extremely severe and safety is a factor, the Superintendent may decide to close schools. The announcement will be posted on multiple approved CCSC social media platforms (CCSC Twitter (@CCSCSchools, Facebook, Class DoJo), and local radio and TV news stations. Written and electronic notification of which platforms and news media stations will be utilized will be sent home with students annually. Any current working phone number that is subscribed to the school messenger system in the school database will be notified of school changes via a recorded phone call from the *School Messenger System*. Instructions on how to subscribe to *School Messenger* will be sent home with students annually and posted on the CCSC website and in school newsletters. Please update your phone number with the front office upon any change.

## **Fire and Disaster Drills**

In case of fire or emergency, a planned route of evacuation has been established for each area of the building. These routes are explained by the teachers and practiced in the form of drills.

## **Personal Property**

Students are not permitted to have any personal items that disrupt the learning environment or pose a danger to students or school property. Electronic devices, tablets, portable music/video/game players and toys, such as dolls, action figures, mini skateboards, trading card games (Pokemon), fidgets, and slime, are not permitted at school during the academic day, after school clubs, school sponsored trips, or on school transportation. Secure storage for devices is not available. Schools are not responsible for lost or stolen items. Students who must carry cell phones may keep their cell phones powered off in their backpacks while at school or school sponsored activities. Cell phones are permitted only for contacting parents or guardians at dismissal from school sponsored activities. Students who are in possession of prohibited items, or are using cell phones during unauthorized times, will have them confiscated and given to the school administrator. Parents will be required to come to the office to pick up any confiscated items.

### **Balloons and Flowers**

Due to student health concerns, balloons and flowers are not permitted at school. Many students have allergies to items and they are not allowed on buses. Please help us keep kids safe and healthy.

### **Lunch and Breakfast Programs**

Both breakfast and lunch are offered every day school is in session. Breakfast is offered in the classroom daily, unless there is a special meeting, field trip, or event, in which case, breakfast is still offered in an alternative location such as the cafeteria. Breakfast is free for all students in Crawfordsville Community Schools.

School lunch fees are charged daily to students who receive a school lunch, or extra milk from the school cafeteria. Students who qualify for free or reduced fee meals will be charged accordingly.

Applications for free or reduced meals may be completed at registration or online at: <https://www.lunchapp.com/>.

Unpaid meal balances will be processed as outlined in School Board Policy 8510 at the end of each academic school year.

Chartwells is the food service provider for Crawfordsville Schools. Food service information can be located at: <http://www.cville.k12.in.us/domain/148>

You will be able to deposit money directly into your child's lunch account by accessing [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com). Send Money to School provides an easy-to-use, efficient way to make payments quickly and securely anytime. Send Money to School also allows parents the ability to receive emails regarding a student's balance and in most cases view the purchases made in the cafeteria online. To complete your registration on the website, you will need your child's food service number. If your child does not know his/her food service number, you can obtain your child's number by contacting the Food Service Director, at (765) 362-2340 ext. 1304.

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Adopted: 01-11-18 Wellness Policy

### **Food and Snack Guidelines**

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Per the board approved CCSC Wellness Policy:

#### Classroom and Other Celebrations

1. Celebrations will focus on activities (e.g., giving free time, extra recess, music, and reading time) rather than on food.
2. Classroom Celebrations that include food will be limited to one (1) per month.
  - a. All celebration food or beverages provided to the students will meet USDA Smart Snack guidelines (<https://www.doe.in.gov/nutrition/smart-snacks-schools>) and be in their original package with ingredients listed, unless provided by the food service provider.
3. Staff overseeing the celebration shall:
  - a. Inform parents/guardians of the celebration and any food to be consumed at least the week prior to the celebration;
  - b. Check up-to-date student allergen report;
  - c. And, check all labels for any class documented student allergens.
  - d. Celebration items shall not be homemade.
  - e. Celebration items shall not include restaurant food.

#### Food as a Reward or Punishment

4. Teachers and staff will not use food as a reward. For example, the use of sugar-sweetened beverages or candy as a classroom reward at any school is not appropriate.
5. School staff will not withhold food or drink at mealtimes as punishment.

#### Field trips with food allergens:

6. When a student or an adult on a field trip has a life-threatening food allergy, ~~sack~~ lunches will be prepared by the school's food service department for field trips in an effort to keep all students and adults safe from a potential allergic reaction that could result in death.
7. All participants, students and adults that have not made prior arrangements will be required to purchase the specially prepared lunch
8. Students and adults provided a meal will be charged through the school's food service department. Free and reduced lunch status will be applied as usual.

The full-version of the CCSC Wellness Policy can be viewed in the board policy manual posted on the Bylaws and Policy section of the CCSC district homepage.

<http://go.boarddocs.com/in/crawfordsville/Board.nsf/goto?open&id=C68R556B3E88>



Crawfordsville Schools health Services—[www.cville.k12.in.us](http://www.cville.k12.in.us)—click on the “services” tab and select “health services.”

The school nurse is on call during school hours for students in need of medical help or advice. In case of an acute illness, severe injury, or apparent need for medical attention, every attempt is made to notify the parent/guardian or emergency contact person. **Please make sure the school has a current phone number where you can be reached during school hours. Parents are responsible for the transportation of students who are ill.** Parents are asked to keep children home until they have gone 24 hours with no fever (100.6), vomiting, or diarrhea without taking medication.

Hearing screenings are administered in grades K, 1, and 4, grade 7, and upon request. Vision screenings are administered in grades K, 3<sup>rd</sup>, and 5<sup>th</sup> and upon request. Additionally, students in kindergarten and first grade are screened in the areas of speech and language. Parents are notified of any needs that are discovered. Please keep in mind that these are only screenings and that additional exams by a licensed optometrist, ophthalmologist or audiologist may be needed and are the responsibility of the parent.

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### Medication Guidelines

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Whenever possible, it is encouraged that parents/guardians administer children’s medications at home. The following guidelines are for occasions when medication absolutely must be given during the school day. The only medications which students may be permitted to carry themselves are those emergency medications listed below. In these situations, the school nurse must be informed that the student has such medication, and we ask that the physician or health care provider sign below, indicating that the student has been determined to be able to carry and self-administer these medications:

- ☐ Epi-Pens for anaphylaxis
- ☐ Asthma inhalers
- ☐ Insulin and glucose meters for type I diabetes

Short-Term Prescription Medicine (to be given for ten days or less) must be accompanied by:

1. A written note from the parent/guardian specifying times, dates, and dosage to be given.
2. The medication, in the original pharmacy container, labeled with the child’s name and instructions from the health care provider.

Long-Term Prescription Medicine (to be given more than ten days) must be accompanied by:

1. A health care provider’s order on a prescription pad OR their signature on the form below.
2. A written note from the parent/guardian specifying dates, times, and dosage to be given OR indicated on the form below.
3. The medication, in the original pharmacy container, labeled with the child’s name and instructions from the health care provider.

Non-Prescription (Over-the-Counter) Medicine May be supplied by the parent/guardian and given on an as-needed basis at school. This must be accompanied by the following:

1. A written note from the parent/guardian specifying times, dates, and dosage to be given OR indicated on the form below.
2. Medication must be in the original packaging, with the child’s name written on the package.

Medication not picked up by a parent or guardian by the end of the school year will be sent for disposal.

\*Medication should never be sent to school with a child; an adult must be responsible for delivery.\*



## **Immunizations**

All school children in the State of Indiana are required to be fully immunized. (*IC 20-34-3-1*) Children may be excluded from school for failure to comply with immunization requirements.

Please contact your child's school nurse or refer to the corporation website for more information about immunizations: Crawfordsville Schools Health Services - [www.cville.k12.in.us](http://www.cville.k12.in.us)—click on the “services” tab and select “health services.”

### **Exemptions:**

Any student with a medical exemption for immunizations must have a written statement from the physician, which includes the reason for the exemption. Exemptions must be updated every school year and presented to the school nurse before school entry. In the event of a vaccine-preventable disease outbreak, unimmunized students may be excluded from school for a period of time to be determined by the health department.

Any student with a religious objection to immunization must have a signed statement from the parent/guardian and must be updated every school year and presented to the school nurse before school entry.

The State of Indiana does not accept personal objections to immunizations as a valid exemption.

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## **Standing Orders and Clinical Guidelines**

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### **Approved First Aid Supplies**

Antacid tablets for children >12 years old, antibiotic/first aid ointment, anti-itch gel/cream, burn gel, cough drops, diaper rash ointment for special needs students, Epinephrine pens for severe allergic reactions, eye drops/saline solution, saline or antibacterial soap for wound wash, combs for head lice, lip ointment, menthol topical muscle rub, non-aspirin pain reliever (acetaminophen/ibuprofen)-age/weight-appropriate dosage, oral anesthetic gel, phenol sore throat spray, sunscreen for outdoor activities, and topical anesthetic swabs for bee stings.

### **Automated External Defibrillators (AEDs)**

- Monthly maintenance checklist
- Defibrillators are located near or in the gymnasiums of the elementary buildings.

### **Special Health concerns:**

- Albuterol nebulizer 0.083% per nebulizer for asthma attack
- Benadryl orally for mild allergic reactions (with documented allergy history)
- Epinephrine auto-injector IM for anaphylactic conditions or severe asthma attack
- Glucose gel or tablets for hypoglycemic reactions (with documented history)
- Glucagon injection for severe hypoglycemic reactions in people with documented diabetes diagnosis
- Naloxone intranasal spray as needed for symptoms of opioid overdose

### **Medications:**

- Prescription and over-the-counter medications will be administered by a Registered Nurse or properly trained designees with written parental permission.
- Insulin must be administered by a Registered Nurse.

- Herbs, dietary supplements, non-FDA-approved products (including oils or extracts) and allergy immunotherapy will not be administered by school personnel.

### **Clinical References:**

- *Clinical Guidelines for School Nurses*, School Health Alert (2013)
- *Communicable Disease Guidelines*, Indiana State Department of Health (2017)
- *Indiana School Nurse Manual*, Indiana Department of Education, (2016)
- *Managing Infectious Diseases in Child Care and Schools*, American Academy of Pediatrics (2017)
- *School Nursing: A Comprehensive Text*, Janice Selekman (2016)
- *NASN Position Statements*, National Association of School Nurses, [www.nasn.org](http://www.nasn.org)
- *Journal of School Nursing* and *NASN School Nurse* professional journals
- WISHES school health resource website, [www.wpha.org](http://www.wpha.org)
- *Individualized Healthcare Plans for the School Nurse*, Sunrise Press (2017)

## **Head Lice Guidelines**

Crawfordsville Community Schools Health Services' guidelines on head lice, or pediculosis, are drawn from the latest science and evidence-based practices. Guided by research and position statements from the Centers for Disease Control (CDC), the American Academy of Pediatrics, the National Association of School Nurses, Harvard University, the Indiana State Department of Education, and the Indiana State Department of Health, we strive to keep students in the classroom to avoid interference with the learning process.

### **Facts:**

- Head lice are parasitic insects that live on blood they draw from the scalp
- Lice cannot jump or fly; they travel by crawling
- Lice deposit eggs, called "nits," on the hair shaft approximately ½ inch from the scalp
- Live lice are transmitted from one person to another through direct head-to-head contact and close household contact, such as sharing a bed and/or personal hair items.
- Lice cannot be transmitted by animals, grass, soil, etc.
- Lice can only live about two days away from the human head
- Lice do not cause disease—they are inconvenient and can cause severe itching, but they are not dangerous in any way and are not considered a health concern.

### **Practice:**

The school nurse or her specific designee may evaluate children for signs and symptoms of head lice. CCSC Health Services staff may exclude students from school for active infestations of live head lice. Families must be diligent in combing out nits and completing any treatment regimen as directed.

### **Prevention:**

Anyone can contract head lice. Lice are not indicative of cleanliness or socioeconomic status. Avoid head-to-head contact with others. Teach your child not to use other people's personal hair items or hats.

### **Communication:**

Please contact your school nurse if you suspect your child may have head lice so we can evaluate your child and work with you. CCSCC Health Services staff shall maintain the privacy of students found to have head lice.

### **Treatment:**

The school nurse or primary care provider can provide families with information about effective treatments for head lice. Pesticide sprays and other chemical treatments are not recommended due to their toxicity and potential for side effects. Ineffective and/or unsafe treatments also include gasoline, kerosene, over-the-counter lice treatments, and products intended for use in animals. The school nurse may recommend evaluation by the primary health care provider to confirm the diagnosis of head lice and/or to obtain prescription treatment.

**Attendance:**

Students who have been excluded from school for head lice are expected to complete the recommended treatment and return to school as soon as the treatment is completed. Keeping a student home all day for the treatment of head lice is often unnecessary and will not be considered an excused absence unless the school nurse has recommended this.

For more information regarding head lice, please visit the health services section on our school website.

### **Compulsory Attendance**

A child is required to attend school beginning with the school year in which the child becomes 7 years of age (IC 20-33-2-6). A child who will attend a nonaccredited, nonpublic school is required to attend school no later than the date on which the child becomes 7 years of age (IC 20-33-2-8). Note that the starting age for kindergarten, age 5 by August 1, does not affect the starting age for First Grade. There is no requirement that a child must be 6 years old by August 1 in order to attend First Grade. Responsibility for a child's attendance in school falls under (a) the student (IC 20-33-2), (b) the parent (IC 20-33-2-27), and (c) the school corporation administrator and the administrator of any other educational, correctional, charitable, benevolent institution, or training school having children under the institution's authority (IC 20-33-2-29). In most cases, a child is required to attend school until the child graduates or becomes 18 years of age.

### **Chronic Absenteeism**

Chronic absenteeism is defined as students absent from school for ten percent (10%) or more of a school year for any reason. "Under IC 20-33-2-25, the 'Superintendent or an attendance officer having jurisdiction **shall** report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court **or the department of child services**."

### **Habitual Truancy**

IC 20-20-8-8 defines habitual truancy as a student who has been absent for ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school.

### **Exceptions**

The following are not counted as absences (excused or unexcused) in accordance with Indiana Code.

- Page or honoree in the Indiana General Assembly
- Witness in judicial proceedings. This includes any required court appearance such as probation hearings
- Helper to a political candidate, a political party, or to a precinct election board on the date of an election

### **School Grounds**

A student may leave the school grounds while school is in session only after securing permission from the administration. Upon returning to school, students should report to the main office to sign in. Leaving the building without permission will be regarded as truant. Students who become ill at school should report to the clinic. The clinic will contact the parent if it is determined the student should go home. Students who are potentially ill **MUST** report to the clinic; any student leaving school grounds without direct permission from the clinic or an administrator may be considered truant.

### **Perfect Attendance Criteria**

A student who has not had an absence, been late to school, or had an early dismissal from any class throughout the school year is considered eligible for a perfect attendance award. A perfect attendance award will allow up to three tardies in a school year. School-sponsored activities do not count as an absence.

### **Attendance Policy**

Students in the high school or middle school are marked absent when they are not in attendance for twenty (20) or more minutes during any class period. Students in the elementary schools are marked absent when they are not in attendance for 90 minutes or more than half of a day. Administrators, counselors, attendance officer, and teachers at will continuously monitor student attendance and

communicate the importance of regular attendance to students and parents. There are two major types of student absences: **1) Excused** – defined as absences for which the student’s whereabouts are accounted for at the time of absence and reason for absence is school approved and **2) Unexcused** – defined as absences for which there is no verification of a student’s whereabouts or absences that are not school approved.

### **Clarification of Excused Absences**

Excused absences are defined as absences for which the student’s whereabouts are accounted for at the time of absence and reason for absence is school approved. Excused absences with parental/guardian notifications include, but may not be limited to:

- 1) Personal illness requiring a practitioner’s care, and extended absence due to a physical or mental impairment which substantially limits one or more major life functions, will be considered individually.
- 2) Death and funerals of members of the household and/or immediate family: Up to five (5) days will be allowed any student for absence due to the death of father, mother, guardian, brother, sister, grandparent, spouse, or child. One (1) day of absence will be allowed due to the death of any other blood relative such as first cousin, aunt, nephew, or brother-in-law or sister-in-law.
- 3) Legal, medical, and dental appointments should be cleared with the school before the appointment when possible. The student must bring back a written signature back from the practitioner or agency no later than 48 hours after the appointment.
- 4) Emergency illness in family, when arrangements could not be made by the family. (Example – Mother taken to hospital)
- 5) School sponsored activities require clearance from the administration.
- 6) Religious services must be verified by an official form and a parent phone call. Clearance to attend should be received by the administration in advance of the event.
- 7) Court appearances are excused only when court appearances are verified by a subpoena or formal court verified documentation. Clearance should be received from the administration in advance.
- 8) Absences due to serving as a legislative page or election poll worker must be verified by the legislator or election candidate inviting the students per Indiana Code.
- 9) College orientations or visitations are limited to juniors and seniors wishing to visit a college, university, or technical school. One (1) day during the junior and two (2) days during the senior year may be approved by the administration. Verification from the college or university is required upon the student’s return to school.
- 10) Military examination.

\* Students will be given 1 day of make-up work for each day of excused absence. It is the student’s responsibility to request the make-up work.

\*Any absence other than illness that exceeds 3 days or that occurs during final exam week, the week prior to or following Christmas and spring vacations requires a parental request. Students are to accept the responsibility of notifying their teachers and making arrangements for assignments prior to these special absences. Forms for these absences must be picked up in the main office and approved by the administration.

### **Family Vacations/Pre-Approved Absences**

**Parents are encouraged to vacation during scheduled school breaks.** Students who wish to apply for prearranged absences should use the following application procedure. Administrative discretion will be used to determine if the application is approved. Applications from students with poor attendance records will be denied.

- The parent must personally file a request with the school one full week **prior to the absence**.
- It is the responsibility of the student to inquire about make-up work.

### **Interventions for Unexcused Absences**

The following chart outlines guidelines for administrator and attendance officers in dealing with unexcused absences in an effort to improve student attendance.

Administrator and/or Attendance Officer Action Steps	
Number of UNEXCUSED Absences	Interventions for UNEXCUSED absences
1-3	<ul style="list-style-type: none"> <li>• Verify absences, call home, after school detentions</li> </ul>
4-6	<ul style="list-style-type: none"> <li>• After School and/or Lunch Detentions, Parent Meeting, Required After School Homework Help</li> </ul>
7-10	<ul style="list-style-type: none"> <li>• After School and/or Lunch Detentions, Parent Meeting, Attendance Contract, Required After School Homework Help</li> </ul>
11	<ul style="list-style-type: none"> <li>• Contact Montgomery County Probation with formal report</li> <li>• Contact Department of Child Services with formal report</li> <li>• Loss of Work Permit and Driver's License</li> <li>• Classroom Credit Denial</li> <li>• Consider expulsion</li> </ul>
<i>School administrators shall determine final interventions.</i>	

**AUTOMATED ATTENDANCE NOTICES WILL BE SENT BY EMAIL TO PARENTS AT REGULAR INTERVALS WITH A TOTAL COUNT OF ABSENCES AND TARDIES. ATTENDANCE ACTION STEPS APPLY TO UNEXCUSED ABSENCES AND TARDIES ONLY.**

### Elementary School Dress Code

Dress code rules are necessary to maintain a positive learning atmosphere. Clothing considered acceptable outside of the school setting is *not* always acceptable in school.

1. Shoes must be worn. Athletic footwear is preferred for the safety of students on the playground and during physical education classes. Students must have athletic shoes for PE. During the warmer months sandals are permitted only when they have an ankle strap. Flip flops and other backless footwear are not permitted.
2. Clothing and/or accessories that are indecent, unsafe (i.e., no chains), unhealthy, unclean, too brief, or so unusual that it distracts other students or teachers may not be worn. Hair styles must not be considered a distraction to the learning environment (this includes Mohawks, fauxhawks, and large spikes).
3. Sleeveless tops are permitted, but no tank tops or spaghetti straps/no large arm hole openings. No abbreviated clothing or layering over abbreviated clothing (halter tops, midriff tops, tube tops, or low necklines) unless the underneath top is totally covered. Shirts and tops must be long enough to be able to tuck into pants and stay tucked in.
4. Skirts, dresses, and shorts must be no more than three inches above the knee. Pajama wear is not allowed unless it is a special theme day. Pants must be worn at the waist and not drag on the floor or be excessively baggy. **Holes above the knee are not allowed. Students will not be able to repair clothes on site using tape.**
5. Tights/leggings/yoga pants must be accompanied by a fingertip length or longer top or dress.

6. Clothing that is tight, flimsy, torn or ripped to the point of immodesty, or clothing that depicts violence or vulgarity of any kind may not be worn. Clothing and personal possessions with objectionable wording, sexually permissive wording/pictures, satanic symbolism, gang related symbolism, inappropriate pictures, or that which advertises alcohol, tobacco, or drugs are not acceptable.
7. Students are not to wear hats, bandanas, headgear, hoods and/or gloves inside the school building during regular school hours.
8. Sunglasses not medically prescribed are prohibited.
9. Administrative discretion will be the final determination of dress code violations.

### **Dress Code - continued**

If the manner of dress, grooming, or appearance disrupts the normal educational process, necessary steps will be taken to correct the situation. Students in violation of the dress code will be given three options to correct an inappropriate appearance:

Option 1: Use clothes provided by the school

Option 2: Call a parent or guardian to bring a change of clothes

Option 3: 1-day of in-school suspension

### **Code of Student Conduct**

The Code of Student Conduct shall apply to all students at all times on all Board of Education property including: school buildings, school grounds, school vehicles, and at all school-related activities including, but not limited to, school field trips and school sports events whether such activities are held on school property or at locations off school property.

The complete Board Approved Code of Student Conduct Policy can be viewed online at the following link:

<http://cville.schoolwires.net/cms/lib8/IN01906578/Centricity/Domain/293/Bylaws%20and%20Policies.pdf>

### **Cheating**

Students are expected to take pride in their work and be responsible for their own assignments. Therefore, unless a teacher specifically designates an assignment as a group project, students are expected to complete projects and assignments on their own. Cheating is a serious offense. If students are caught cheating, there will be consequences.

Examples of cheating are as follows:

1. Copying another student's work when an assignment is intended to be done individually
2. Giving/accepting answers from others when not permitted by the teacher
3. Using someone else's work and presenting it as your own
4. Plagiarizing or using someone else's words without giving that person credit
5. Turning in the same document for two different assignments/classes
6. Using "cheat sheets"
7. Using a calculator or other aid when not permitted by the teacher
8. Taking credit for group work without contributing to the effort

Cheating offenses will result in the following: 1st offense - 0 on the assignment (calculated as 0% in figuring grades) and student/administrator conference required and telephone call or meeting with parent. Further offenses will lead to more severe consequences, which could include the student receiving an F for the grading period.

### **Bullying/Teasing/Harassing**

Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted and/or physical acts committed, or any other similar behavior is prohibited. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school administration. Crawfordsville Elementary Schools take bullying very seriously. We have implemented a systemic anti-bullying education and prevention program. The best way to end bullying anywhere is to talk about it, report it, take action, and monitor. Parents are asked to communicate with their child and the school administration. Together we believe we can make each child feel safe and secure.

*The Bully Report and Investigation Form is located on the corporation website of your child's school under the "For Parents" link. <https://www.cville.k12.in.us/Page/558>*

### **Discipline**

It is the expectation that all elementary students will demonstrate good character and demonstrate a commitment to their education by following all school procedures and expectations. Because students are responsible for their behavior while enrolled in Crawfordsville Schools, they may receive consequences for violating school rules. Grounds for receiving consequences apply when a student is on school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a group, including summer school. They also apply while students are off school grounds at a school activity, function, or event, or traveling to and/or from school or a school activity, function, or event.

Elementary discipline consequences may include: restorative practices, verbal reprimand, apology, confiscation of an item, relocation, redirection, timeout, lunch detention, after school detention, in-school suspension, out-of-school suspension, expulsion, loss of privileges, behavior plan, and/or parent contact by written notice, phone call, or conference.

The discipline plan applies to all students unless otherwise specified in an alternative document, such as an Individualized Education Plan (IEP). The Crawfordsville Community School Corporation's policy for Student Discipline, Grounds for Suspension/Expulsion, and Substance Abuse Policies are located in the Corporation School Board Policy and are applicable to all elementary students. All students will be afforded due process rights as outlined in Indiana Code 20-33-8-18.

*Link to Board Policy and Bylaws:*

<https://www.cville.k12.in.us/cms/lib8/IN01906578/Centricity/Domain/293/Bylaws%20and%20Policies.pdf>

### **Lethality Examination**

In our attempt to provide a safe and secure educational environment, we may require students to take a lethality examination at the expense of their parents. Should a student make a verbal threat indicating



bodily harm to oneself or to another student, faculty or staff member, or should s/he indicate behavior alluding to massive destruction of school property, that student will be suspended from school. During the suspension dates, parents/legal guardians will be required to take the student to a certified clinic to undergo a test to determine the mental well-being of the student. Once the results of the examination are provided to the school and the results indicate the student is not a threat, s/he will be reinstated to attend classes. The school counselor will help make arrangements for the lethality examination, if necessary.

### **In-School Suspension**

In-school suspension will be assigned by the administration to students who cannot conform to the school policies. Failure to follow the rules of ISS will result in additional days in ISS or out-of-school suspension. While assigned to in-school suspension, the student will be isolated and classroom work will be provided. Students completing assigned classroom work will receive full credit. Assigned time to in-school suspension is considered an educational alternative and is not considered an absence. Students are required to bring study and reading material. Students will have the necessary amount of time to eat lunch and restroom breaks will be provided. If students do not successfully complete the requirements of the in-school suspension program, additional time will be assigned. Students assigned to in-school suspension may not participate or attend extra-curricular activities. If a student is assigned to in-school suspension on a Friday and a Monday, the student may not participate or attend school activities on the weekend.

### **Out of School Suspension**

This action is generally used for suspensions of 1 to 10 days. Administrators will use their discretion to determine whether students are provided their regular assignments and credit is given for successful completion of those assignments. Students assigned to Out of School Suspension may not participate or attend extra-curricular activities. If a student is assigned to Out of School Suspension on a Friday and a Monday, the student may not participate or attend school activities on the weekend.

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## **Compliance Plan for Section 504 of the Rehabilitation Act of 1973**

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The Compliance Plan serves students, parents, and employees, applicants for employment, patrons, and programs within the Crawfordsville Community School Corporation, hereinafter referred to as *Crawfordsville Schools*.

1. Crawfordsville Schools assures students, parents, employees, applicants for employment, and patrons that it will not discriminate against any individual.
2. The Section 504 Compliance Coordinator is as follows: Business Manager, CCSC
3. Parents are provided procedural safeguards, which are included in the "Notice of Disabled or Who Are Believed to Be Disabled."
4. An impartial due process hearing and review (appeal) are provided upon request. Procedures are detailed in the "Notice of Parent/Student Rights in Identification, Evaluation, and Placement of Individuals Who Are Disabled or Who Are Believed to Be Disabled."
5. Notice to students, parents, employees, and general public of non-discrimination assurances and parent/student rights in identification, evaluation, and placement will be disseminated annually in the following manner:
  - a) Public service announcement in local newspapers;
  - b) Announcement in local school systems; and,
  - c) Posted notice in each public school building.

Additionally, the notice will be included in the professional handbook and disseminated to each principal for inclusion in each student/parent handbook.

6. Crawfordsville Schools has established the following local grievance procedure to resolve complaints of discrimination (*These procedures parallel those outlined in The Family Educational Rights and Privacy Act [FERPA].*):
  - a) An alleged grievance under Section 504 must be filed in writing fully setting out the circumstances giving rise to such grievance.
  - b) Such claims must be made in writing and filed with the following individual: Scott Bowling, 1000 Fairview Avenue, Crawfordsville, IN 47933.
  - c) A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
  - d) The Section 504 Coordinator will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.
  - e) The Section 504 Coordinator shall give the parent, student, employee, applicant, or patron reasonable advance notice of the date, time, and place of the hearing.
  - f) The hearing may be conducted by any individual, including an official of the local school district, who does not have a direct interest in the outcome of the hearing.
  - g) The local school district shall give the parent, student, employee, applicant, or patron full and fair opportunity to present evidence relevant to the issues raised. The grievant may, at their own expense, be assisted or represented by individuals of his or her choice, including an attorney.
  - h) The local school district shall make its decision in writing within fifteen (15) days after the hearing.
  - i) The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.
7. Crawfordsville Schools will conduct an extensive annual "Child Find" campaign with the goal to locate and identify all Section 504 qualified individuals with disabilities (ages 0 to 21) who reside within the participating school districts.
8. Crawfordsville Schools will inform all individuals with disabilities and their parents or guardians of the district's responsibilities and procedural safeguards under Section 504, as well as those under Indiana Article 7 - Special Education Regulations and the Individuals with Disabilities Education Act (IDEA) of 1997.
9. Crawfordsville Schools will seek to identify individuals with disabilities in our community that wish to receive access to our facilities, activities, programs, and services.
10. Crawfordsville Schools will notify the community of our responsibilities according to the Americans with Disabilities Act (ADA) with regard to recruitment, advertisement, application, and employment.

2017 Technology Committee

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## **Crawfordsville Community Schools Acceptable Use Policy**

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### **Introduction**

The Crawfordsville Community School Corporation (CCSC) acknowledges that access to technology affords our students improved opportunities to a future rich in technological change and development. Access to technology at CCSC affords our staff the freedom to cultivate 21<sup>st</sup> century skills so that our students become prepared for work, life, and the global community

after leaving CCSC. We are committed to developing student's digital citizenship, communication, and responsible use of technology. As a result, CCSC willfully provides the privilege of access to technologies to staff and students.

### **Scope**

This Acceptable Use Policy (AUP) applies to the users of the CCSC network, CCSC technology equipment, and personal devices and equipment used on CCSC campuses to access CCSC networks. Use of CCSC networks include electronic communication and transmission to or through CCSC networks. The AUP outlines the guidelines and behaviors that all users are expected to follow when using CCSC technologies and personally owned devices (on or off campus) when accessing CCSC networks. These guidelines and behaviors include (but are not limited to):

- A. CCSC networks are intended for educational purposes only, and are not a public access service or public forum.
- B. All activity over CCSC networks or using district technologies will be monitored and may be retained.
- C. Access to online content via CCSC networks may be restricted in accordance with our filtering policies and Federal regulations, such as the Children's Internet Protection Act (CIPA).
- D. Students and staff are expected to follow the same rules for good behavior and respectful conduct online as offline.
- E. Misuse of school resources can result in disciplinary action.
- F. CCSC makes a reasonable effort to ensure students' and staff safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- G. Users of CCSC networks and other technologies are expected to alert IT staff immediately of any concerns for safety or security.
- H. All technologies provided by CCSC are intended for education purposes. All users are expected to use good judgment and to follow the specifics as well as the spirit of this document: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

The AUP governs the use of all electronic communications, via CCSC networks and technology equipment, including but not limited to:

- |  |                                       |
|--|---------------------------------------|
| • Desktops, laptops, tablets           | • Internet access                     |
| • Electronic bulletin / message boards | • Electronic discussion / news groups |
| • File transfer                        | • Streaming media                     |
| • Network storage                      | • Database access                     |
| • Electronic mail                      | • Learning Management Systems         |
| • Social media                         |                                       |

### **Purpose**

The purpose of electronic communications with CCSC is to promote educational excellence in schools. The purpose of this agreement is to ensure that electronic communications are properly and efficiently used, and that the school and CCSC are protected from potential liabilities, including, without problems arising from error, fraud, defamation, breach of copyright, unlawful

discrimination, illegal activity, privacy violations, and service interruptions. The additional purpose of this policy is to inform parents/guardians, staff, and students of their legal and financial responsibility for their access to, use of CCSC owned or leased equipment, Internet access, and to require their agreement to abide by this policy as a condition to the use of such equipment.

### **Rationale**

The use of electronic communications and technology equipment at CCSC carries with it many responsibilities. Access to CCSC networks and technology is a privilege, and anyone who abuses this privilege will be subject to consequences. Use of CCSC networks and technology is managed and monitored to assure appropriate use. The process by which CCSC seeks to manage staff and student use of CCSC networks and technology is through the development and implementation of this document. CCSC reserves the right to periodically inspect at will, anything stored on a corporation owned device.

### **Responsibilities**

It is the responsibility of CCSC to ensure that the persons to whom this agreement applies have been notified of this agreement. This should include, but not limited to:

- Providing a copy of the agreement to staff and students on an annual basis.
- Communicating updates or changes to this agreement.

It is the responsibility of the users to abide by this agreement and manage his or her own data or quality of stored files. The user should not permit others to use their CCSC credentials to access CCSC networks or technology.

### **Breaches**

Breaches are considered to be acts that violate the spirit of this agreement and may include, but are not limited to:

- The introduction of unauthorized information, computer viruses, or harmful data or programs into CCSC networks via public or private files and messages.
- The downloading of gaming or entertainment software.
- Participation in gambling, on-line gaming, or chat forums.
- The assignment of students to use technology without proper supervision.
- Participation in non-job related online shopping or bartering.
- Broadcasting via technology unsolicited personal views on social, political, religious or other non-school related matters, or the posting of information intended to defame others.
- Installation of any non-CCSC owned software, or use of encryption or devices to circumvent filtering and other securities. Any attempt to bypass filtering will result in disciplinary action. Requests for access to blocked internet sites should be made to the building technology department or to the CCSC technology director.
- Accessing user accounts, network files, or email using false credentials.
- Accessing file swapping services or attempting to download copyrighted media.
- Storing or transmitting obscene, profane, or offensive material on or through CCSC networks or technology. Including, but not limited to:
  - Accessing, processing, or distributing erotic, lewd, or sexual materials, messages, or jokes.
  - Accessing, processing, or distributing material which violates CCSC harassment policy, or creates an intimidating or hostile environment.

### **Web Access**

CCSC provides its users the privilege of access to the Internet, including web sites, resources, content, and online tools. Access to the Internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. All users must utilize the CCSC internet for web browsing while on campus. Personal mobile hotspots and ‘tethering’ are not permitted while users are on campus. Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review to building technology staff.

### **Web Pages / Social Media**

CCSC authorizes the creation of websites and social media accounts by third parties, staff, and students for the purpose of educating, informing, and communicating. Websites and social media accounts created by students must be prepared under the supervision of a staff person. Any hosted site or service which requires a student login or other credentials must meet FERPA guidelines. If you are unsure whether a site is FERPA-compliant, please ask CCSC IT staff. All websites and social media accounts created under this agreement are copyright of CCSC, and must adhere to other CCSC policies. Under no circumstances is a CCSC represented website or social media account to be created for commercial purposes, political lobbying, or personal financial gain of a student or staff person. Staff members shall not require students to connect to the staff person’s non-CCSC webpages to complete the work of any class. Recognizing the benefits collaboration brings to education, CCSC may provide users with access to websites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online. Staff who update and edit CCSC social media accounts and pages should only post school related items during the workday. Posts should not include student first and last names, unless a media release is on file, and a media release must be on file for a student image to be posted online.

### **Mobile Devices**

CCSC may provide users with mobile computers or other devices to promote learning outside of the classroom. A CCSC or grant-funded mobile device’s primary function is for classroom and educational purposes. Users shall abide by the same acceptable use agreements when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users shall immediately report any loss, damage, or malfunction to IT staff. Staff and students may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored. Mobile devices include but are not limited to: laptops, tablets, and cell phones.

### **Personally Owned Devices**

The Crawfordsville Community School Corporation technology department is dedicated to our staff and students in creating, supporting, and maintaining a 21<sup>st</sup> century learning environment.

After adhering to prerequisite conditions found in the student handbooks, CHS students and all staff members may bring in their own devices to access the internet and collaborate with other staff or students in support of their teaching and curriculum. These devices must be connected to the CCSC BYOD network, while use of student BYOD devices is determined by classroom teachers. Personally-owned devices, including printers, wireless access points, storage devices, physical or virtual servers, and similar equipment, shall not be connected to the school network without express permission from CCSC IT staff. In some cases, such as dance competitions (etc.), a separate network may be provided for personally-owned devices. Please remember, this Acceptable Use Policy applies to privately-owned devices accessing the CCSC BYOD network.

### **Netiquette**

Staff and students should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use trusted sources when conducting research via the Internet. Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online, it's out there – and can sometimes be shared and spread in ways you never intended.

### **Cyberbullying**

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, trolling, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

### **Limitation of Liability**

CCSC will not be responsible for damage or harm to persons, files, data, or hardware. While CCSC employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. CCSC will not be responsible, financially or otherwise, for unauthorized transactions conducted over the CCSC networks or technology.

(last edited 05/16/17)

### **Parent / Student Signature**

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Date

### **For CCSC Staff Only:**

I have read and understand this Acceptable Use Agreement and agree to abide by it:

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Staff Signature

Date

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Staff Printed Name

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CCSC Board Policy

#8470 Approved: 02-08-01

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### **Pest Control Policy**

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The Crawfordsville Community School Corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect students from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while avoiding potential pesticide exposure to children.

To view this policy in its entire, please reference policy #8470 at:

<https://www.cville.k12.in.us/cms/lib8/IN01906578/Centricity/Domain/293/Bylaws%20and%20Policies.pdf>